



Appendix H – Building Access Protocol

This document is for SD 62 staff (itinerant staff, IT, trades, etc.) and other visitors (contractors, etc.) to review site specific considerations upon arrival.

Illness: Do not go to any schools or SD 62 sites if you have been directed by a health official to self-isolate, have COVID-19 like symptoms (as per Appendix A) or are feeling ill. If you are sick you must stay home and be assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND until your symptoms have resolved.

School/Site: SPENCER

Site-Manager or Principal/Vice-Principal (name/contact #): DARREN RUSSELL

Entry and Exit Locations: MAIN ~~OF~~ DOOR BY OFFICE 250-474-1291 ex-304

Muster Station Location: SIDE FIELD (CLOSEST FIELD TO GOLDSTREAM AVE)
MEET OFFICE STAFF

JOHS Representatives

- STA: LINDA HAY SONIA EFFORD
- CUPE: CANDICE MONTGOMERY
- P/VP or Manager: CHRIS SMYTH

First aid Designate & contact information: DONNA NEWMAN 250-474-1291 ex. 303

Supervision Area: SEWING ROOM Rm110 (CALL OFFICE IF FIRST AID IS NEEDED)

Electronic Sign in information is required for SD 62 staff (itinerant staff, IT, trades, etc.) and other visitors (contractors, etc.) at <https://engage.sd62.bc.ca/covid-19/daily-site-check>

Additional Site Specific Comments:

General comments:

Upon entry wash hands in the designated washroom or sanitize hands at hand hygiene station using the COVID-19 Safe Work Procedure regarding Handwashing.

Proceed to your immediate work area, only access to other areas of the school/site, if required.

Copies of the Stage 2 Staff Handbook and Safe Work Procedures related to COVID-19 are available on the SD62 Engage website and Schools Health and Safety Board for staff.

If you have any questions about regarding Health and Safety, please contact the site-based manager, Principal/Vice-Principal, Site-based JOHS representative or manager.